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Executive Secretary

86-1826

25 April 1986

MEMORANDUM FOR: Executive Director
Director, Intelligence Community Staff
Deputy Director for Administration
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller
Director, Office of Congressional Affairs
Director, Office of Public Affairs
Vice Chairman, National Intelligence Council
Executive Secretary
Administrative Officer, DCI

FROM: Deputy Director of Central Intelligence

SUBJECT: Director, DCI/DDCI Executive Staff

1. The DCI has recreated the above position to coordinate support for the two of us.

Included in the responsibilities of this position are:

- Supervision of the DCI/DDCI Staff.
- Coordination of briefing material for NSC/NSPG, SIG and other meetings involving Cabinet officials, including the weekly meetings with the Secretaries of State and Defense and the President's National Security Advisor.
- Preparation of DCI/DDCI Congressional testimony.
- Undertake and/or oversee special tasks as assigned by the DCI or DDCI.

2. Effective Monday, 28 April 1986, [redacted] will assume this position. [redacted] will be located in 7D6015 Hqs. He can be reached on extension [redacted]

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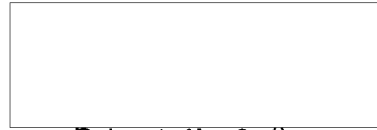
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3. This new position also should make it easier for you to obtain clarification of tasking and decisions.



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Robert M. Gates

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